



The County of Los Angeles  
Invites Resumes for

## CHIEF DEPUTY DIRECTOR, PUBLIC HEALTH (Unclassified)



Annual Salary:  
\$190,818 - \$288,819 (Range 21)

Filing Period:  
September 27, 2012 – Until the Position is Filled

*Restricted to Employees of  
the County of Los Angeles*

## THE DEPARTMENT

The Los Angeles County Department of Public Health protects health, prevents disease, and promotes the health and well-being for all persons in Los Angeles County. Our focus is on the population as a whole, and we conduct our activities through a network of public health professionals throughout the community. Public health nurses make home visits to families with communicable diseases; epidemiologists investigate the sources of disease outbreaks; environmental health specialists ensure safe food, water, and housing; and all work with community coalitions to advocate for public policies to protect and improve health.



## THE POSITION

This unclassified position is distinguished by its executive decision making authority and administrative responsibility for assisting the Director of Public Health Services in planning, developing, directing, and evaluating all administrative functions, operations, and programs of the Department in accordance with local, state and federal statutory and regulatory requirements. The position directs an executive staff responsible for the administration of program operations and services, including acute and chronic disease prevention, epidemiology, environmental health, alcohol and drug abuse prevention and treatment, communicable disease control, HIV/AIDS programs, and the education and promotion of health and well-being.

### Examples of Duties

- Acts for the department head in the Director's absence.
- Assists in the direction, coordination and evaluation of all public health services, programs and operations, such as acute communicable and chronic disease prevention, public health laboratory services, community and family health services, and various other public health-related services.
- Assists in the direction, development, and establishment of Departmental policies, objectives and goals necessary for the protection of health, prevention of disease, and promotion of health and well-being for all persons in Los Angeles County.
- Assists in the direction, review and evaluation of all departmental administrative functions, including fiscal, personnel, budget, supply, information systems, and other administrative functions of the Department.
- Maintains relationships with County, state and federal administrative officials, community and professional groups, as well as private and public health services agencies.
- Ensures compliance with program policies and standards for services provided by County-operated and contracted community-based programs to maintain continuity of quality and to assure that federal, state and local legislation and mandates are met.
- Enforces and directs the implementation of changes related to all laws, ordinances, regulations, and statutes pertaining to community health.
- Represents the Department to the Board of Supervisors, Chief Executive Office, state and federal health departments, and other departments within the County.

## MINIMUM REQUIREMENTS

Demonstrated knowledge, skills and abilities required in managing or assisting in the management of a public health organization. Such management includes directing finance, accounting/budget, personnel, operations planning, supply, and other administrative functions, as well as the direction of program or line functions.



**LICENSE:** A valid California Class “C” Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

## DESIRABLE QUALIFICATIONS

- Management experience in a progressively responsible position managing a large and complex public health services programs and operations.
- Extensive knowledge of public health planning and administration, programs and services.
- Knowledge of principles, practices, and methods of organizational budget.
- Ability to evaluate the adequacy of public health programs and promote improvements concerning public health among members of community groups and organizations.
- Ability to analyze and interpret public health data to plan and prepare protocols, and direct formal research in public health.
- Excellent interpersonal and communication skills.
- Extensive knowledge of and ability to interpret and apply provisions of federal, state and local statutes, ordinances, and regulations relating to the administration and provision of California public health services.

The County of Los Angeles is an Active  
Equal Opportunity Employer

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The successful candidate may be appointed to any salary within the range, depending on qualifications. This position is subject to the provisions of the County’s Management Appraisal and Performance Plan (MAPP).

**Selection Process** - Each candidate’s qualifications will be evaluated on the basis of information submitted at the time of filing to determine the level and scope of the candidate's preparation for this position. Only the most highly qualified candidates will be invited to participate in the selection interview process.

Prior to appointment, a background investigation will be completed on the candidate selected for this position.

**Filing Instructions** - Qualified candidates are invited to submit a letter of interest and their resume detailing education completed, positions held and special qualifications. Of particular interest will be the breadth and length of management experience and the extent to which candidates meet the desirable qualifications in this recruitment announcement. Resume packages should include ALL of the following:

- Names of schools, colleges and universities attended, dates attended and degrees earned, and field of study, verification of degree(s), licenses and certificates.
- For organizations and programs managed, the name of each employer, job title, size of organization’s budget, number and level of personnel supervised, scope of management responsibilities, functions managed, and dates of employment and current salary.
- Information required to determine if the candidate meets the minimum requirements and desirable qualifications contained in this recruitment announcement.

First consideration will be given to those who apply by October 10, 2012 by submitting resume materials to:

[ExecutiveRecruitment@hr.lacounty.gov](mailto:ExecutiveRecruitment@hr.lacounty.gov)

Electronic submittals are strongly preferred. Please indicate the position title of **Chief Deputy Director, PH** in the subject line of your e-mail.

Confidential inquiries are welcomed to:

**BILL DUKES**  
Department of Human Resources - Executive Services Division  
Kenneth Hahn Hall of Administration  
500 West Temple Street - Room 555  
Los Angeles, CA 90012  
Phone: (213) 974-2454 • Fax: (213) 613-4773

This announcement may be downloaded from the  
County of Los Angeles website at: <http://hr.lacounty.gov>

Pursuant to state and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper, attached to your resume. This page will be removed from your resume when it is received. This information will be kept confidential and utilized solely for required statistical purposes.